

PERSONNEL BOARD

Fulton County Government Center
141 Pryor Street, S.W. | Suite 3030 | Atlanta GA 30303
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DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

Kenneth L. Hermon, Jr., PHR, SHRM-SCP, IPMA-CP
Chief Human Resources Officer



Dear New Employee:

You are enrolled in an upcoming New Employee Orientation. **Please print** each applicable document and follow the instructions for submission. Upon your visit to the Department of Human Resources Management, **Suite 3030**, please submit your Pre-Employment Documents to **Janelle Green**. If you have any questions, please contact Ms. Green, janelle.green@fultoncountyga.gov or **404 613 0866**. Each new employee is responsible to ensure all applicable documents are notarized prior to submission. When you attend New Employee Orientation, please utilize the **Pryor Street Entrance**. If you arrive for Orientation prior to **8:30am**, let security know you are a new employee. For your convenience, free parking and van shuttle service is located at **593 Central Avenue, S.W., Atlanta, 30312**. Please refer to the New Employee Document Link/Free Van Shuttle Service for more details. Please bring a jacket, snacks, and water for your convenience.

Pre-Employment Documents Link:

(Submitted on/by the Friday prior to your New Employee Orientation no later than 3p.m.)

- *1. List of Acceptable Identification (Reference)
- *2. Employment Verification Form (I9)
*(Print, required, and **STOP** after you sign and date in section 1)*
- *3. Official Oath *(Print, required, must be notarized)*
- *4. Security Questionnaire *(Print, required, and must be notarized)*

Benefits:

Questions completing the Medical, Dental, Vision, or Life Insurance document, contact the following individuals:

Christa Bowman 404-612-7635/christa.bowman@fultoncountyga.gov

Antonio Rainey 404-612-7615/antonio.rainey@fultoncountyga.gov

Nicole McNeil 404-612-7676/nicole.mcneil@fultoncountyga.gov

Rita Lester 404-612-7719/rita.lester@fultoncountyga.gov

Provide one (1) copy of each (*5,*6, and *7) of the following applicable documents if your spouse and/or dependent children (up to age twenty-six) obtain Medical, Dental, or Vision Insurance:

- *5. Marriage License/Certificate
- *6. Birth Certificate(s) for all enrolled dependents
- *7. Social Security Number(s) for all enrolled dependents
- *8. Member Application for Group Coverage/Active Employees
- *9. Benefits Eligibility Affidavit *(Print and return if you obtain the County's Medical Insurance)*
- *10. Life Insurance Form *(Print, complete, and return)*

Payroll Documents:

- *11. Direct Deposit or Cash Pre-Paid Form *(Print, complete, and return)*
- *12. Federal W-4 *(Print, complete, and return)*
- *13. State G-4 *(Print, complete, and return)*
- *14. Marta Breeze Card/or GRTA Express Form *(If applicable, print, complete, and return)*

Customer Service:

- *15. New Employee Telephone Listing *(Print, complete, and return)*